

# The Cabin and The Lodge

**CURRENTLY SEEKING: Facilitator at The Lodge**

## **Background Information**

The Cabin and the Lodge are consent-based, self-directed learning communities for home educated young people. They provide a space in which young people can be themselves, follow and explore their own curiosity and interests, get to know their personal boundaries and the boundaries of others. Young people get to know their needs and personal ways of being, strengths and challenges, in supportive and affirming community. The Cabin is for young people aged 5-11, and the Lodge is for people aged 10-15 (it will eventually go up to 16).

The Lodge is based in Saffron Walden. On Tuesdays, we are based at The Parish Rooms, St Mary's Church. On Thursdays, we are at the Baptist Church. We run during term times. For more information, please see [our website](#).

**We are currently recruiting for a Facilitator for the Lodge on Tuesdays, to start in January 2025.**

## **Job Description: Facilitator at The Lodge**

- Upholding and working in alignment within the [five guiding principles](#) of The Lodge, and adhere to all Lodge policies and procedures, and working in collaboration with the Co-Lead Facilitator.
- Being present during Lodge opening hours, including greeting & welcoming at the start of the day, paying attention to updates/info from young people/parents at drop off/pick up, and sharing this info with the Co-Lead as appropriate.
- Helping young people to settle into the space, creating a welcoming atmosphere, and supporting young people to take care of their own belongings.
- Supporting the meeting culture, chairing meetings (once chair trained), and supporting other Chairs by upholding meeting agreements.
- Aiding culture creation throughout the day, including supporting other facilitators/volunteers, and young people with this.
- Sharing opportunities with the community as part of the plan for the day, in alignment with your own needs and interests.
- Supporting community members if they are finding it hard to communicate in a conflict, supporting with conflict resolution when needed and/or getting additional support from the Co-Lead.
- Supporting with time keeping, by checking when pre-agreed activities might need to start/end, initiating lunch and pack-up time.
- Supporting young people to sign out for lunch, in adherence with offsite policies, and accompanying young people into town where required.
- Co-creating risk management agreements where needed, in meetings and by supporting dynamic risk assessments, by asking young people to suggest how to make activities safer, depending on the situation. Stopping extremely unsafe activity, with an explanation and follow up.

- Caring for the space and resources by tidying throughout the day and reminding others of their responsibilities to tidy after they are finished with activities, helping people negotiate and share the use of the space, setting up and helping to facilitate activities when extra help is needed, signposting to resources.
- Being aware of and listening to your own needs and the needs of members of the community as they develop/change over the day. Provide support to community members, by listening, and offering suggestions and solutions when requested. Bring any serious concerns about the wellbeing of a community member to the attention of the Co-Lead.
- Expressing your own personal boundaries, consent (or not), and self-direction.
- Supporting with hosting prospective young people/parents for visits (at the Lodge this is a 1 hour visit at the start of the day including them having the chance to observe the meeting).
- Photo documenting (with consent) throughout the day and sharing these on the Discord Group for the young people and staff.

### **Communications:**

The postholder will be invited to join the Lodge WhatsApp Group (staff group), the Discord Group (for young people and staff) and The Cabin & The Lodge Team Noticeboard Facebook Group (for all staff and volunteers at The Cabin and the Lodge).

There will also be regular check-ins and support from Max Hope (Co-Lead on Tuesdays). Sophie Christophy and Sarah Stollery (Cabin and Lodge Overall Leads) also provide support to settings and facilitator team ongoing.

Between sessions there is some light communication via the Whatsapp in regard to the plans and resources for the next session, and posts to the Team Noticeboard that can be accessed at your own convenience. We keep contact between sessions to the absolute minimum, with almost all planning taking place during the Lodge day, and in the community meetings at the beginning and end of the day.

### **Hours and pay:**

An hourly rate of £13 for hours 10am-3pm during term time, plus, if required, a free place at The Lodge for one child aged 10-15. Facilitator staff are self-employed and are expected to submit an invoice at the end of every calendar month.

### **How to apply:**

Please send a CV and a covering letter (total of no more than two A4 pages) to [hello@downatthecabin.com](mailto:hello@downatthecabin.com)

Deadline: Midday on 25<sup>th</sup> October 2024

Zoom interviews will be held between 28<sup>th</sup>Oct - 1<sup>st</sup> Nov, and applicants will be notified not later than Monday 4<sup>th</sup> November. We will ask the successful candidate to undergo a DBS check before starting in post.